

## **CLASS SPECIFICATION**

### **SAN DIEGO CITY CIVIL SERVICE COMMISSION**

#### **SENIOR OFFSET PRESS OPERATOR**

##### **DEFINITION:**

Under general supervision, to operate and maintain the most difficult and complex offset printing equipment; to produce close register, color process and line-to-line multicolor printing; may lead offset press and bindery staff; and to perform related work.

##### **\* EXAMPLES OF DUTIES:**

- Operates a 10 x 15 or larger, dual cylinder offset press or equivalent;
- Sets-up close register color process and line-to-line multicolor assignments;
- Adds chemical additives such as reducers, extenders, dryers and varnishes to inks to ensure appropriate print quality;
- Adjusts temperature and pH of fountain solution;
- Reproduces a wide variety of forms, reports, charts and special publications containing typed material, photographs, half-tones, solids and multicolor work;
- Handles and prepares a wide variety of stock including coated stock;
- Calculates packing;
- Utilizes direct photo plates and metal plates;
- Assists in training and may lead the work of offset press and bindery staff;
- Makes repairs and adjustments to presses;
- May operate smaller, single cylinder offset presses;
- Programs and operates numbering head attachments;
- Acts in the absence of and assists the platemaker.

##### **MINIMUM QUALIFICATIONS:**

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Announcement for updated minimum qualifications.

Two years of experience operating a 10" X 15" or larger offset printing press to reproduce jobs that include halftones and/or multicolor work.

- \* **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.